



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-217
POSITION: Auditor
SERIES/GRADE: PG-0511-13
SALARY RANGE: \$69,054 - \$89,774 PA
ISSUE DATE: 11/10/03
CLOSING DATE: 12/09/03
NUMBER OF VACANCIES: One
ORGANIZATION: Office of the Public Printer
Office of the Inspector General
Office of Audits
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: Yes
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent conducts the full range of audits and evaluations. Conducts comprehensive reviews and audits of major scope and complexity of GPO operations, functions, and/or organizational units. Prepares audit programs designed to evaluate the efficiency, economy, and effectiveness of GPO's operations and programs. The audit program includes steps necessary to answer audit or review objectives, needed resources, milestones for completing the work, background information, and sensitive issues which may effect the audit. Conducts planning surveys to develop issues, identify potential problem areas, and assess the vulnerability of organizations. Participates in establishing priorities for future reviews. Plans, oversees, and participates in carrying out the detailed audit steps and procedures outlined in the audit program. Leads a team of auditors/analysts who participate in performing audits and reviews. Reviews their work papers, support documents, and drafts reports to insure accuracy, clarity, thoroughness, and conformance with office policy and procedures. Prepares reports of findings, conclusions, and recommendations and discusses the findings with affected officials, evaluates their comments, and prepares the report in revised form, if necessary. Insures that audit work and reports are in accordance with generally accepted auditing standards and Office of the Inspector General policies and procedures. Meets with printing industry officials and other Government officials to exchange information. Conducts special studies and analyses. Coordinates and participates with the Office of the Inspector General's Investigations Group and other Government law enforcement groups on reviews involving potential violations of law.

QUALIFICATIONS: Basic 4 year degree in related field which includes 24 semester hours in accounting/auditing; OR 4 years of progressively responsible experience which provided professional accounting/auditing knowledge PLUS 24 semester hours in accounting/auditing; OR certification as a CPA, CISA or CIA. In addition to the basic requirements, the applicant must possess specialized experience of at least 52 weeks of professional accounting/auditing experience at the next lower grade level which provided the knowledge, skills and abilities to perform successfully.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Ability to plan and guide the work of others in conducting audits and reviews.
2. Ability to make oral and written reports that are clear, concise, and grammatically correct.
3. Knowledge of and ability to conduct interviews with mid and high level management.
4. Ability to organize, analyze, interpret and evaluate various types of data in the solution of managerial, financial, and operational problems.
5. Ability to use generalized audit retrieval, work processing, spreadsheet, and database software.

ALL APPLICANTS MUST INCLUDE THE FOLLOWING:

Applicants may submit an Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO MAY PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2
U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES****
****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****